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OF THE AIR FORCE**

AIR FORCE INSTRUCTION 64-102

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Contracting

OPERATIONAL CONTRACTING PROGRAM

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This instruction implements AFI 64-1, *The Contracting System*, by providing general authorities and responsibilities for operational contracting support. Operational contracting units provide timely, effective and efficient cradle-to-grave contract support to meet the needs of installation commanders, deployed commanders, and resident, tenant, and supported units. They also train and equip contingency contracting officers (CCOs) for worldwide deployment. Air Force operational contracting units may be contracting squadrons, operational contracting offices, contracting divisions, or another organizational entity designed to meet local needs. They may be headed by contracting squadron commanders, office chiefs, or directors. Subordinate elements of an operational contracting unit may be a contracting flight, contracting branch, or another organizational component determined locally. Users of this AFI should also consult the Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), the Air Force Federal Acquisition Regulation Supplement (AFFARS), and Air Force 63- and 64-series publications cited. This instruction does not apply to the Air Force Operational Test and Evaluation Center (AFOTEC) or to the Air National Guard (ANG).

This AFI may be supplemented at any level, but all supplements that directly implement this publication must be routed to SAF/AQCA for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a tier number ("T-0, T-1, T-2, T-3") following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the publication OPR for non-tiered

compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This publication has been revised and must be completely reviewed. This rewrite of AFI 64-102 includes the modified flow of general contracting authority that no longer includes commanders of major commands (MAJCOMs). It updates referenced regulations and publications and aligns guidance with external sources. The instruction does not explicitly delineate new relationships created by stand-up of the Air Force Installation Contracting Agency (AFICA) due to ongoing organizational changes, but it modifies prior language to accurately reflect changes to date. This rewrite also includes compliance statement tiering IAW AFI 33-360, *Publications and Forms Management*.

1. Overview.

1.1. Source of Contracting Authority. Air Force contracting authority for operational contracting comes from the National Security Act of 1947; the Armed Services Procurement Act of 1947; and other statutes, regulations, and directives. This authority flows through the Secretary of the Air Force (SECAF), to the Assistant Secretary (Acquisition), to the Deputy Assistant Secretary (Contracting) and Associate Deputy Assistant Secretary (Contracting), to MAJCOM/FOA/DRU Senior Contracting Officials (SCO) (and to the Senior Center Contracting Officials (SCCO) at Air Force Life Cycle Management Center (AFLCMC)) and SMC) IAW AFFARS 5301.601. Contracting Officers are the “procurement agents” of the U.S. Government and receive their authority via a signed Contracting Officer’s warrant issued by an authorized source. Guidance for appointing and terminating Contracting Officers is in Subpart 1.6 of the FAR, DFARS, and AFFARS. Contingency Contracting Officer (CCO) warrants are normally issued at the CCO’s permanent duty station and convey authority to obligate the U.S. Government for any proper and authorized requirement while the CCO is deployed until and unless specifically rescinded by an in-theater Head of Contracting Activity (HCA) Authority.

1.2. Basis of Contracting Actions. Commanders/Directors/Chiefs of organizations requiring operational contracting support (i.e., “customers”) should contact the operational contracting unit, Small Business Specialist, and comptroller as soon as the requirement (or possibility of a requirement) is identified. The contracting unit will team with the customer to develop an acquisition strategy and assist the customer in developing an acquisition package (Note: An acquisition package is often referred to as a purchase request (PR)) (See 2.3.1. below). MAJCOMs and operational contracting units may provide informational guides that detail procedures for processing PRs.

2. Roles and Responsibilities:

2.1. MAJCOM/FOA/DRU Chiefs/Directors of Contracting. Provide guidance and functional oversight sufficient to create a contracting environment where contracting actions are properly planned; based on sound business judgment; and comply with all applicable

laws, executive orders and regulations (T-0). Specific duties include, but are not limited to, mandatory procedures and oversight of responsibilities delineated in the following:

2.1.1. Ensure annual reviews of all service contracts to determine which services will be mission essential during crisis situations. Ensure services identified as mission essential also have current and feasible back-up plans in place (ref DoDI 1100.22, *Policies and Procedures for Determining Workforce Mix*) (T-0).

2.1.2. Ensure an acquisition to compete a function or multiple functions follows all applicable laws and appropriate workforce mix criteria (T-0).

2.1.3. Implement the Small Business Administration (SBA) program for awarding contracts to small business and the associated categories of the small business program according to FAR Part 19, FAR Part 26, FAR Part 44, and their supplements (ref AFI 64-201, *Small Business Programs*) (T-0).

2.1.4. Ensure competition and commercial goals are considered when planning an acquisition strategy (ref AFPD 63-3, *Competition and Commercial Advocacy*) (T-1).

2.1.5. Implement a GPC program that contains adequate policies, processes, and procedures to meet customer needs while adequately deterring fraud and abuse (ref AFI 64-117, *Air Force Government-wide Purchase Card (GPC) Program*) (T-1).

2.1.6. Oversee contractor personnel labor relations issues (ref AFI 64-106, *Air Force Industrial Labor Relations Activities*) (T-1).

2.1.7. Ensure compliance with AFPD 64-3, *The Non-Appropriated Fund Contracting System*; and AFMAN 64-302, *Non-Appropriated Fund (NAF) Contracting Procedures* (T-1).

2.1.8. Plan and manage contingency contracting support IAW AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force Presence Policy (AEFPP)*, AFI 10-401 *Air Force Operations Planning and Execution*, and AFI 10-403, *Deployment Planning and Execution* (T-1).

2.1.9. Manage the Self Assessment Program (T-1).

2.2. Installation/Group Commanders.

2.2.1. Ensure contracting personnel possess the appropriate skills, tools, and training to accomplish their mission (T-1).

2.2.2. Ensure the mix of civilian, officer, and enlisted contracting personnel is appropriate to support local installation and deployment responsibilities (T-1).

2.2.3. Unless exempted, ensure the operational contracting unit follows the standard structure specified in AFI 38-101, *Air Force Organization* (T-1).

2.2.4. Ensure the contracting unit possesses adequate information technology resources to conduct electronic commerce (EC) with the public and private sectors and to conduct electronic business (EB) with cross-functional business partners such as customers, Comptroller, Defense Finance and Accounting Service (DFAS), Defense Logistics Agency (DLA), Defense Contract Management Agency (DCMA), Department of Labor, and Government Services Administration (GSA), et al (T-1).

2.2.5. Ensure requirements are properly planned in advance in order to allow the operational contracting unit to process the acquisition (i.e., contracting lead time) and allow for delivery of the supply or service. Proper planning avoids wasteful spending and ensures timely execution of expiring funds (T-1).

2.2.6. Emphasize the critical importance of “early involvement” with the operational contracting unit and Small Business Specialist to ensure customers make, and benefit from, sound business decisions, robust market planning, proper source selection techniques, and the timely acquisition of requirements (T-1).

2.2.7. Appoint, in writing, multi-functional teams (i.e., a group of key stakeholders with the required skill sets) to manage services acquisition (i.e., from acquisition planning to contract closeout) IAW AFI 63-138, *Acquisition of Services*. Furthermore, foster a robust environment that successfully supports the multi-functional teams and corrects/elevates delays or problems not resolvable by the multi-functional team (T-1).

2.2.8. Ensure non-contracting personnel are trained to know and fully comprehend the following (T-1):

2.2.8.1. That only warranted Contracting Officers have the authority to award, modify, administer, and terminate contracts.

2.2.8.2. Personal liability and administrative measures are possible recourse actions against personnel that request, direct, or cause a contractor to perform when the government has no existing contractual coverage or to perform outside of the scope of existing contractual coverage.

2.2.9. Ensure that the contracting unit facilities have a professional, businesslike appearance, are easy to find, and have adequate parking for authorized vendors (T-1).

2.3. Commanders/Directors/Chiefs of Organizations Requiring Contracting Support. Plan and coordinate requirements with the contracting unit and comptroller to ensure acquisition lead-time requirements and fiscal funding profiles are adequately addressed. Plan and implement post-award contract management activities in conjunction with the supporting operational contracting unit (T-1).

2.3.1. Ensure acquisition packages (i.e., PRs) contain (T-0):

2.3.1.1. A complete and fully accurate description of the requirement—the requirement shall be described using an item description for supplies, a performance-based description for services to the maximum extent practical (ref. AFI 63-138, *Acquisition of Services*), and specifications and drawings for construction. Whenever possible, customers shall provide descriptions in an electronic format suitable for posting on the Internet. If an electronic format is unavailable or inappropriate for a specific solicitation (i.e., prohibited by statute, executive orders, or regulation), the customer shall explain the circumstances to the contracting unit prior to or at the time of PR submission.

2.3.1.2. The required delivery date(s) or period of performance.

2.3.1.3. Market research documentation IAW FAR Part 10, to include providing a list of potential sources.

- 2.3.1.4. Support documentation for unique, brand name, or noncompetitive acquisitions (See FAR 6.2 and FAR 13.106).
- 2.3.1.5. Estimated cost and, as needed, the rationale for the estimated cost. Independent government estimates should include enough details to support the complexity and/or dollar threshold of the requirement.
- 2.3.1.6. Funding documentation. Organizations (or customers) requiring local purchase support submit PRs to the contracting squadron to initiate the contracting process. Example funding documents, that may also include some of the above listed data, include:
- 2.3.1.6.1. AF Form 9, *Request for Purchase* (completed IAW local procedures).
 - 2.3.1.6.2. AF Form 616, *Fund Cite Authorization (FCA)*.
 - 2.3.1.6.3. AF Form 1218, *Request for Communications Service*.
 - 2.3.1.6.4. DD Form 1348-1A, *Issue Release/Receipt Document*.
 - 2.3.1.6.5. DD Form 448, *Military Interdepartmental Purchase Request (MIPR)*.
 - 2.3.1.6.6. AO(X) Demand.
 - 2.3.1.6.7. Other appropriate funding documents.
- 2.3.1.7. For services acquisitions, services shall be based on clear, performance-based requirements to the maximum extent practical IAW AFI 63-138, *Acquisition of Services*.
- 2.3.1.8. A Requirement Approval Document (RAD) shall be accomplished for all services acquisitions with a total anticipated value greater than or equal to SAT. (ref. AFI 63-138, *Acquisition of Services*) The RAD should be part of your initial acquisition package.
- 2.3.1.9. Ensure requirement is coordinated with the local manpower office IAW AFI 38-201, *Management of Manpower Requirements and Authorizations*.
- 2.3.2. Assign qualified personnel to develop a quality assurance program that focuses on obtaining insight into contractor processes and assess the contractor's performance.
- 2.3.3. Assign qualified personnel to use GPCs and to perform the duties of primary and alternate GPC approving official(s) (ref. AFI 64-117, *Air Force Government-wide Purchase Card (GPC) Program*) (T-1).
- 2.4. Contracting Unit Commanders/Directors/Chiefs. Provide leadership, training, direction, discipline, and the proper environment to foster the morale, welfare, and health of assigned personnel. Manage assigned resources to meet mission requirements. Interpret directives, orders, and regulations. Formulate plans and policies. Coordinate and interface with other agencies, as required. Maintain and enforce standards. Serve as senior operational contracting official and contracting advisor (i.e., "business advisor" on contracting issues). Manage the local contracting program to ensure it effectively meets customer needs while complying with all applicable statutes, executive orders, regulations, and the 63-, 64-, and 65- series AFIs. As the lead contracting advisor, provide senior leadership and customers

with sound business solutions/strategies to optimize resources and to enhance the quality and timeliness of acquisitions for commodities, services, and construction (T-1). Duties include:

2.4.1. Plan and execute acquisition strategies, including solicitation, award, administration, and closeout of Air Force contracts. Ensure contract files are established containing the records of all contractual actions IAW FAR 4.8 (T-0).

2.4.2. Establish and maintain a customer education program to explain contracting procedures, help with developing requisitions for requirements, develop and maintain “open” lines of communication, and stress the importance of meaningful partnerships with customers and contractors to ensure the goals and objectives of the Air Force mission are met to the maximum extent practical (T-1).

2.4.3. Provide metrics and reports according to DOD, Air Force, and MAJCOM guidance (T-0).

2.4.4. Maintain a training and mentoring program to ensure (T-1):

2.4.4.1. Personnel are given maximum opportunities to attend required training in order to meet Acquisition Professional Development Program (APDP) requirements.

2.4.4.2. Enlisted and officers participate in a formal rotational training program.

2.4.4.3. Civilians in centrally managed accession programs (e.g., Copper Caps, Interns) and locally managed accession programs participate in a formal rotational training program.

2.4.4.4. Enlisted personnel are trained and qualified to perform their duties IAW the 6C0X1 Career Field Education and Training Plan.

2.4.5. Manage contingency contracting plans IAW AFFARS 5318.201 and applicable policy directives (T-1).

2.4.6. Ensure assigned personnel meet mission training requirements and plan for deployment IAW AFI 10-401, *Air Force Operations Planning and Execution*, AFI 10-403, *Deployment Planning and Execution*, and other official directives. Associate members with a specific AEF Period or Enabler (as identified in the Unit Type Code availability for their unit). Report unit status IAW AFI 10-201, *Status of Resources and Training System*, AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, and AFI 10-252, *Defense Readiness Reporting System* (T-1).

2.4.7. Publish in advance the submission dates for end of the fiscal year PRs based on the type of action and dollar value of the acquisition (T-1).

2.4.8. Maintain a comprehensive self-inspection/self-assessment program IAW AFI 90-201, *The Air Force Inspection System* (T-1).

2.4.9. Manage the GPC program (T-1).

2.4.10. Provide training as needed, to non-contracting personnel authorized to use the GPC, blanket purchase agreements (BPAs), and other contracting vehicles using simplified acquisition procedures (T-1).

2.4.11. As necessary, support Nonappropriated Fund Instrumentalities (NAFI) (T-1).

2.4.12. Ensure competitive sourcing activities are processed using the latest guidance and directives (T-0).

2.4.13. Rapidly process Congressional and Government Accountability Office (GAO) inquiries on contractual issues (T-1).

2.4.14. Manage for the Installation/Center Commander the contract Quality Assurance Program (QAP) and appoint a Quality Assurance Program Coordinator IAW AFFARS MP 5346.103 (T-1).

2.4.15. As necessary, manage or participate in multi-functional teams that support other activities requiring contracting advice (T-1).

2.4.16. Ensure all required legal reviews are conducted IAW AFFARS 5301.602-2(c)(i) (T-0).

2.4.17. Ensure all required small business reviews are conducted (ref. AFI 64-201 Small Business Programs).

2.5. Directors of Business Operations. Provide necessary oversight and direction to the contracting unit to ensure successful market research, small business participation, acquisition planning, contract award, contract performance management, and interpretation of contract law. This position is normally the second in charge of an operational contracting unit. Duties may include:

2.5.1. Assist the unit commander in the planning, organization, and day-to-day operations of the unit; and manage the unit in the absence of the commander.

2.5.2. When serving as the unit's senior civilian employee, advise the commander on civilian personnel issues.

2.5.3. Ensure contracting actions comply with regulations and satisfy customer needs.

2.5.4. As assigned, exercise supervisory personnel management responsibilities.

2.5.5. As assigned, represent the wing commander with other organizations (federal, state, local, and non-profit events).

2.5.6. Perform special assignments and participate in special projects and initiatives.

2.5.7. Direct the small business and other socio-economic programs IAW AFI 64-201, *Small Business Programs*, when a full-time small business professional has not been appointed.

2.5.8. Serve as the chairperson or alternate chairperson of the contract review committee.

2.6. Contracting Superintendents. Normally, the senior, qualified, enlisted person is the superintendent. The superintendent may fulfill first sergeant duties as an additional duty. As directed, the superintendent shall be responsible for, but not limited to, overseeing the following:

2.6.1. Self-inspection program.

2.6.2. On-the-job training (OJT) programs.

2.6.3. Overall unit training programs.

- 2.6.4. Formal school quota management and APDP certifications.
 - 2.6.5. Enlisted personnel career advisor.
 - 2.6.6. Advisor to the commander and flight chiefs on enlisted matters.
 - 2.6.7. Contingency contracting and applicable operational plans (OPLANS) monitor.
 - 2.6.8. Unit deployment manager (UDM).
 - 2.6.9. Status of Resources and Training System (SORTS) reporting, Defense Readiness Reporting System (DRRS) reporting, and AEF Reporting Tool (ART) reporting.
 - 2.6.10. Recognition and awards monitor.
 - 2.6.11. Supervises the Noncommissioned Officer in Charge (NCOIC) Contingency Support Cell and the Support Section (if enlisted are assigned).
 - 2.6.12. May chair or co-chair the contract review committee, if appointed by commander.
- 2.7. Officer In Charge (OIC)/NCOIC of the Contingency Support Cell. As directed, the OIC/NCOIC of the Contingency Support Cell shall be responsible for, but not limited to, the following:
- 2.7.1. Provides planning, programming, and execution of all deployment readiness and training for deployable personnel and equipment within their unit to ensure they are deployment ready (T-3).
 - 2.7.2. Provides or schedules all required ancillary training for military personnel subject to deployment (T-3).
 - 2.7.3. Tracks statistical information to assist the commander in oversight of mobility reporting (T-3).
 - 2.7.4. Monitor and report the status of all available Unit Type Codes (UTCs) within the functional area. Configure and maintain functional UTCs as tasked by the MAJCOM using available assets. Execute deployment portion of any Time-Phased Force and Deployment Data (TPFDD) or Deployment Requirements Manning Document (DRMD) tasking IAW applicable instructions and procedures (T-3).
 - 2.7.5. May serve as UDM (T-3).
- 2.8. Support Section. Provides administrative support and manages personnel programs (e.g., orderly room, unit mailroom) (T-3).
- 2.9. Acquisition Flight Commanders/Chiefs. Serve as the supervisor for an acquisition flight/division/branch (operational or specialized). If a military officer, the duty title is Flight Commander. If civilian employee or enlisted, the duty title is Flight Chief. As directed, oversees areas including, but not limited to, the following:
- 2.9.1. Plan and organize the activities of the Acquisition Flight (T-3).
 - 2.9.2. Ensure acquisitions comply with federal statutes, regulations and policy (T-3).
 - 2.9.3. Supervise, lead, train and mentor the members of the flight (T-3).

- 2.9.4. Manage acquisition activities to include: acquisition planning, small business participation, execution of award, and performance of contract administration (T-3).
- 2.9.5. Ensure all flight members in acquisition-coded positions are receiving appropriate and timely formal training to meet requirements for APDP certification (T-3).
- 2.9.6. Ensure all flight members are provided training opportunities to meet DOD goal of 40 continuous learning (CL) points each year, or the mandatory 80 CL points every two years, and ensure CL progress is properly documented to meet Air Force/DOD CL reporting requirements (T-3).
- 2.9.7. Ensure enlisted flight members holding Air Force Specialty Code (AFSC) 6C0X1 receive appropriate upgrade, task, and qualification training IAW the Career Field Education and Training Plan and AFI 36-2201, *Air Force Training Program*, and ensure the training is properly documented (T-2).
- 2.9.8. Ensure flight members receive flight specific training (T-3).
- 2.9.9. Act as a contracting advisor to customers/contractors which include but is not limited to preparing execution milestones, and when necessary, communicating schedule changes and reasons for those changes to customers/contractors, enabling them to adjust and/or plan accordingly (T-3).
- 2.9.10. Set up customer/contractor education programs and hold regular meetings with customers/contractors to resolve problems and foster a team environment (T-3).
- 2.9.11. Represent the unit with a variety of installation and business organizations (T-3).
- 2.9.12. Perform special assignments and participate in special projects and initiatives (T-3).
- 2.10. Plans and Programs Flight Commanders/Chiefs. As directed, oversees areas including, but not limited to, the following:
 - 2.10.1. Supervise, lead, train and mentor the members of the flight (T-3).
 - 2.10.2. Maintain all information technology resources. Responsible for the operation and management of automated contracting systems and E-commerce initiatives (T-3).
 - 2.10.3. Prepare monthly, quarterly, or annual reports and metrics, as required (T-3).
 - 2.10.4. Manage incoming PRs, accurately distribute contractual documents, and provide general administrative support (T-3).
 - 2.10.5. Monitor and report on the acquisition workload (T-3).
 - 2.10.6. As directed, may manage the quality assurance and GPC programs and the contract review committee (T-3).
 - 2.10.7. Act as a contracting advisor to customers (T-3).
 - 2.10.8. Perform consolidated contract quality assurance (QA) and contract specialist functions that provide performance management support to the acquisition flight(s) (T-3).
 - 2.10.9. Perform special assignments and participate in special projects and initiatives (T-3).

2.10.10. Ensure contract reporting and e-commerce participation comply with AF and DOD procurement data improvement & compliance plan. Submit annual certifications and complete quarterly verification and validation as directed by MAJCOM/FOA/DRU (T-3).

2.10.11. Act as Warrant Proctor and manage the Contracting Officer Warrant Program (T-3).

2.11. Performance Management Flight (Optional). This flight may perform consolidated contract quality/specialist functions needed to provide complete performance management support to the acquisition flight(s). In addition to quality assurance, this office may include the quality assurance program coordinator, contract specialists, and additional multi-functional expertise (additional acquisition personnel, program management, engineers, quality assurance personnel, etc.) as determined by wing senior leadership. Under this option, the flight will perform pre-award planning, solicitation, source selection, and post award functions as a multi-functional unit under the squadron commander or equivalent for a single multi-functional service contract or group of service contracts. Performance management offices are normally established at the direction of the wing commander or Air Force Materiel Command (AFMC) Center-level commander.

2.12. Teams. Unit commanders/directors/chiefs may establish multi-functional teams to assist customers or specific acquisitions; may establish teams on a permanent or temporary basis; and may assign a contracting officer as a team member or team leader.

2.13. Contracting Officers. May serve in any of the above listed job positions. Contracting officers are responsible, as an agent of the federal government, to award and manage "all" contracts up to the limit indicated on their contracting officer warrants (T-0).

3. Surveillance of Operational Contracting Programs:

3.1. SAF/AQC. SAF/AQC oversees and administers the Air Force Contracting System.

3.2. MAJCOMs/FOAs/DRUs. MAJCOM/FOA/DRU staffs monitor contracting programs. MAJCOMs/FOAs/DRUs review reports and information from SAF/AQC and review Inspector General and Air Force Audit Agency (AFAA) reports, congressional inquiries; and unit corrective actions to cited weaknesses.

3.3. Reviews of Operations. Activities performing formal reviews/assessments shall document the results in a written report to include the date and purpose of the visit, names of key personnel contacted, findings and recommendations. Copies of reports are normally provided to the contracting unit and the MAJCOM/FOA/DRU contracting staff.

WILLIAM A. LAPLANTE
Assistant Secretary of the Air Force
(Acquisition)

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References**National Security Act of 1947**Armed Services Procurement Act of 1947**Anti-Deficiency Act**United States Code (USC)**Uniform Code of Military Justice (UCMJ)**Federal Acquisition Regulation (FAR)**Defense Federal Acquisition Regulation Supplement (DFARS)**Air Force Federal Acquisition Regulation Supplement (AFFARS)**OMB Circular A-76, Performance of Commercial Activities dated May 29 2003, as updated by Changes 1 and 2.**DoDI 1100.22, Policies and Procedures for Determining Workforce Mix, April 12, 2012**AFPD 10-4, Operations Planning: Air & Space Expeditionary Force Presence Policy (AEFPP), 30 Apr 2009**AFPD 64-1, The Contracting System, 7 Dec 2006**AFPD 64-3, The Nonappropriated Fund Contracting System, 1 Dec 2005**AFI 10-244, Reporting Status of Air and Space Expeditionary Forces, 15 Jun 2012**AFI 10-401, Air Force Operations Planning and Execution, 7 Dec 2006**AFI 10-403, Deployment Planning and Execution, 20 Sep 2012**AFI 32-1032, Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects, 15 October 2003**AFI 36-2201, Air Force Training Program, 15 Sep 2010**AFI 38-101, Air Force Organization, 16 Mar 2011**AFI 38-201, Manpower and Organization, 30 January 2014**AFI 38-203, Commercial Activities Program, 20 Jun 2008**AFI 63-138, Acquisition of Services, 21 May 2013**AFI 64-106, Air Force Industrial Labor Relations Activities, 25 March 1994**AFI 64-117, Air Force Government-wide Purchase Card (GPC) Program, 20 Sep 2011**AFI 64-201, Small Business Programs, 1 January 1997**AFMAN 64-302, Nonappropriated Fund (NAF) Contracting Procedures, 16 Nov 2011**MP 5346.103, Contracting Office Responsibilities*

AFMS 12A0, Manpower Standard, 7 Dec 2001

6C0X1 Career Field Education and Training Plan, 1 Jan 2012

Contracting Officer Representative Tracking (CORT) Tool

Prescribed Forms

AF Form 9, *Request for Purchase*

Adopted Forms

DD Form 1348-1A, *Issue Release/Receipt Document*

AF Form 616, *Fund Cite Authorization (FCA)*

AF Form 1218, *Request for Communications Service*

Abbreviations and Acronyms

AEF—Air and Space Expeditionary Force

AEFPP—Air & Space Expeditionary Force Presence Policy

AEG—air expeditionary group

AES—air expeditionary squadron

AETF—air and space expeditionary task force

AEW—air expeditionary wing

AFAA—Air Force Audit Agency

AFFARS—Air Force Federal Acquisition Regulation Supplement

AFI—Air Force instruction

AFIA—Air Force Inspection Agency

AFICA—Air Force Installation Contracting Agency

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFOTEC—Air Force Operational Test and Evaluation Center (AFOTEC)

AFPD—Air Force Policy Directive

AFPDC—Air Force Publishing Distribution Center

AFPDL—Air Force Publishing Distribution Library

AFSC—Air Force Specialty Code

ANG—Air National Guard

APDP—Acquisition Professional Development Program

ART—AEF Reporting Tool

BPA—blanket purchase agreement

BRAG—Business Requirements and Advisory Group
CCO—contingency contracting officer
CL—continuous learning
DCMA—Defense Contract Management Agency
DFARS—Defense Federal Acquisition Regulation Supplement
DFAS—Defense Finance and Accounting Service
DLA—Defense Logistics Agency
DOD—Department of Defense
DODI—Department of Defense instruction
DRMD—Deployment Requirements Manning Document
DRU—Direct Reporting Unit
EB—Electronic Business
EC—Electronic Commerce
FAR—Federal Acquisition Regulation
FCA—Fund Cite Authorization
FOA—Field Operating Agency
GAO—General Accounting Office
GPC—Government-wide Purchase Card
GSA—Government Services Administration
HCA—Head of Contracting Activity
IAW—in accordance with
IPT—Integrated Product Teams
MAJCOM—major command
MAMT—Mission Area Multi-functional Team
MIPR—Military Interdepartmental Purchase Request
MFT—Multi-Functional Team
NAF—Nonappropriated Fund
NAFI—Nonappropriated Fund Instrumentalities
NCOIC—Noncommissioned Officer in Charge
O&M—Operation and Maintenance
OJT—On-the-Job Training
OPLANS—Operational Plans

OPR—Office of Primary Responsibility

PBSA—Performance-Based Services Acquisitions

PERSCO—Personnel Support for Contingency Operations

PR—Purchase Request

QA—Quality Assurance

QAP—Quality Assurance Program

RDS—Records Disposition Schedule

SAF/AQC—Deputy Assistant Secretary (Contracting)

SAF/AQCP—Implementation and Policy Division, Deputy Assistant Secretary (Contracting)

SAF/IG—Secretary of the Air Force, Inspector General

SBA—Small Business Administration

SCO—Senior Contracting Official

SECAF—Secretary of the Air Force

SORTS—Status of Resources and Training System

SPS/PD2—Standard Procurement System/Procurement Desktop-Defense

TPFDD—Time-Phased Force and Deployment Data

UCMJ—Uniform Code of Military Justice

UDM—Unit Deployment Manager

OIC—Officer in Charge

UTC—Unit Type Code

Terms

Air and Space Expeditionary Force (AEF)—AEFs are a composite organization of air and space capabilities from which a tailored AETF, composed of AEWs, air expeditionary groups (AEGs), and air expeditionary squadrons (AESs), are created to provide forces to meet theater combatant commander requirements. An AEF is not a discrete warfighting unit.

Anti—Deficiency Act— provisions of law prescribed in sections 1341, 1342, and 1517 of title 31, U.S.C., prohibiting obligations and expenditures in excess of or before an appropriation.

Blanket Purchase Agreement (BPA)—a simplified method of filling anticipated repetitive needs for supplies or services by establishing “charge accounts” with qualified sources of supply.

Bona—fide Need Rule—a fiscal year appropriation may be obligated only to meet a legitimate, or *bona fide*, need arising in, or in some cases arising prior to but continuing to exist in, the fiscal year for which the appropriation was made.

Contingency Contracting Officer (CCO)—is a person with delegated contracting authority to enter into, administer, and terminate contracts on behalf of the government in support of a local

contingency, steady-state deployments, or other contingency operations. The CCO also acts as the primary business advisor to the deployed or on-scene commander.

Contracting Officer—responsible, as an agent of the federal government, to award and manage “all” contracts up to the limit indicated on their contracting officer warrants.

Head of the Contracting Activity (HCA)—means the official who has overall responsibility for managing the contracting activity.

Multi—Functional Team—a team of stakeholders responsible for a services acquisition. Includes not only representatives of the technical and procurement communities, but also stakeholders of the service acquisition and the contractors who provide the services. This team may consist of sub-group(s) responsible for routine contract actions. This team could be a BRAG, MAMT, IPT, working group, etc.

Operational Plan (OPLAN)—an operation plan for the conduct of joint operations that can be used as a basis for development of an operation order. An OPLAN identifies the forces and supplies required to execute the combatant commander’s Strategic Concept and a movement schedule of these resources to the theater of operations. The forces and supplies are identified in time-phased force and deployment data (TPFDD) files. OPLANs will include all phases of the tasked operation. The plan is prepared with the appropriate annexes, appendixes, and TPFDD files as described in the Joint Operation Planning and Execution System (JOPES) manuals containing planning policies, procedures, and formats.

Performance—Based Services Acquisition (PBSA)—involves acquisition strategies, methods, and techniques that describe and communicate measurable outcomes rather than direct performance processes. PBSA is structured around defining a service requirement in terms of performance objectives and performance measurement and providing contractors the latitude to determine how to meet those objectives. PBSA applies throughout the life of the entire acquisition cycle.

Quality Assurance—is a planned and systematic pattern of all actions necessary to provide adequate confidence that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved.

Status of Resources and Training System (SORTS)—is a Joint Chief of Staff (JCS) controlled automated data system primarily created to provide the National Command Authority (NCA) and JCS with authoritative identification, location, and resource information. It is used throughout the chain of command to measure the daily resource status of operating forces.

Time—Phased Force and Deployment Data (TPFDD) (DOD)—the JOPES database portion of an operation plan, it contains time-phased force and deployment data, non-unit-related cargo and personnel data, and movement data for the operational plan, including: (a) in-place units, (b) units to be deployed to support the operation plan with a priority indicating the desired sequence for their arrival at the port of debarkation, (c) routing of forces to be deployed, (d) movement data associated with deploying forces, (e) estimates of non-unit-related cargo and personnel movements to be conducted concurrently with the deployment of forces, and (f) estimate of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources. (JP 1-02)

Unit Deployment Manager (UDM)—the unit office of primary responsibility (OPR) for deployment training. The UDM determines unit deployment training needs, requests training, and ensures a sufficient number of unit personnel are properly trained in the areas of cargo preparation, pallet build-up, and hazardous/sensitive cargo identification and certification.

Unit Type Code (UTC)—a five-character alphanumeric designator uniquely identifying each Armed Forces unit. Note that COMPES uses a sixth digit that denotes the UTC status.